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Palestine Technical University – Kadouri

Faculty of Engineering

Instructor: Dr. Ihab Assaf **First Exam: Technical Writing** **Second Semester 10/11**

4.5 / 10

Question #1: State whether of these sentences are True or False? **(10 points)**

1. Brevity means that the email messages should be kept rather long and attachments be minimized. False
2. A memo can be used for corresponding a client. True
3. Auto reply using email is suitable for an employee when he is in a holiday. True
4. U.S. and S.I. Units can be used in the same text. False ~~[illegible]~~ onlyone unit use
5. Cardinal numbers is only allowed to use in technical writing. True
6. Abbreviations should be identified in each time is used. False only one time
7. Acronyms is pronounced as initials True
8. The sentence should not exceed 12 words False
9. Job leaders should be at their work by 10:00 AM True
10. She decided to major in Petroleum Engineering even though it would take five years. False (it → she)
11. The backup system should be efficient, meet the safety specifications and have a complete reliability. True
12. The promotion was given to Vicky, who deserved it. ~~True~~ False there is no comma ,
13. Neither the rudder nor the wings was damaged in the crash. False → noise
14. This beam has a semi-circular section. False ~~there~~ there is no Hyphen
15. We wanted to finish the computer program yesterday, however, the network was down all afternoon. False ⇒ semi. colon before however ; however,
16. The section of the beam is rectangular in shape. True
17. An investigation of all possible noise was undertaken. ~~False~~ True — True
18. A large number of employees were absent yesterday. True
19. The paragraph should not exceed 15 lines. False ⇒ only 12 lines
20. Ambiguity means that you are permitting words like they or it to point to one reference in a sentence. True

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م. معن ابو عيسى

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Question #2: Choose the correct answer of the following questions? **(10 points)**

1. For internal communication, it can be:
   a) Face to face.
   b) Via phone.
   c) Via email.
   d) Via memo.
   e) All of the above.

2. For external communication with a required verification, it can be via:
   a) Letter.
   b) Email.
   c) Phone.
   d) All of the above.

3. Business letter can be:
   a) block format.
   b) simplified format.
   c) none of the above .
   d) a or b.

4. For strengthening of reinforced concrete structure
   a) an FRP (fibre reinforced polymer) is used.
   b) a FRP (fibre reinforced polymer) is used.
   c) FRP (fibre reinforced polymer) is used.
   d) None of the above.

5. It is appropriate to use passive voice
   a) When you are describing a process.
   b) If the doer of an action is not known.
   c) If you do not want to be the doer.
   d) All of the above.

6. The team was unable
   a) to, except for the lead engineer, master the new program.
   b) to master the new program, except for the lead engineer.
   c) None of the above.
   d) a or b.

7. I was ordered
   a) by fax to get there as soon as possible.
   b) to get there as soon as possible.
   c) None of the above.
   d) a or b.

8. Only one of the pre 1925 high rise structures
   a) were damaged in the quake.
   b) was damaged in the quake.
   c) None the above.

9. For the final exam
   a) you will need a pencil a calculator and three sheets.
   b) you will need: a pencil, a calculator and three sheets.
   c) you will need a pencil, a calculator, three sheets.
   d) None of the above.

10. For your ideas to be accessible, you should
   a) Subdivide the materials into sections and subsections
   b) Keep the paragraph rather short.
   c) a and b.
   d) None of the above.